



Dane County

Minutes - Final Unless Amended by Committee

Community Development Block Grant Commission - Application Review Team

Saturday, June 17, 2017

9:00 AM

McFarland Municipal Center- Community Room
5915 Milwaukee Street
McFarland, WI 53558

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A. Call To Order

The meeting was called to order at 9:00 a.m.

Staff and others present: Kathy Kamp (Wisconsin Partnership for Housing Development); Joanna Cervantes and Mark Thompson (Sunshine Place); Joyce Behrend (Independent Living, Inc.); Curtis Henderson and Elliot Veith (Madison Dental Initiative); Ruth Hellenbrand (NESCO); Richard Hoffman and Sharon Mason-Boersma (SUM); Laura Dixon-Kruijf (Tenant Resource Center); Wyolanda Singleton and Erik Longren (Project Home); Maggie Kratz (YWCA); Carla Garces, Norma Gullegos, and Tom Solyst (Vera Court/ LAWD); Peter Ouchakof (staff).

Present 2 - GODWIN AMEGASHIE, and DAVE RIPP

Excused 1 - CYNDA SOLBERG

B. Consideration of Minutes

Motion by Ripp, seconded by Amegashie, to approve the June 10, 2017 CDBG Application Review Team meeting minutes. Motion passed.

[2017](#)
[MIN-126](#)

MINUTES OF THE JUNE 10, 2017 CDBG COMMISSION
APPLICATION REVIEW TEAM MEETING.

Attachments: [06.10.17 Minutes](#)

This Minutes was approved

C. Presentations

Applicants that submitted proposals for 2018 CDBG/HOME funding were invited to present to a 3-member Review Team subcommittee of the CDBG Commission.

Applicants were given 10 minutes to present their proposal and respond to the following interview questions:

- 1. Is this funding request for a new or an existing program?*
- 2. Describe how CDBG/HOME funds are needed to ensure the viability of this project.*
- 3. Describe how funds are being used to address areas of greatest need and how that determination was made.*
- 4. Will this project involve the displacement of families, households, partnerships, businesses, etc. from their homes or businesses? If yes, describe the notices and assistance your organization expects to provide and the amount of funds allocated to do so.*
- 5. Can all funds awarded in 2018 be reasonably expected to be expended? If this is a multi-year project, what amount of funds will be spent in each year?*
- 6. Describe the risks to undertaking this project and your plans to address them.*
- 7. If the funding request is for an existing program, at what point will the program become self-supporting? If never, what are other sources of funding? What additional money can be leveraged?*
- 8. Provide a 5-year history of your relationship with the CDBG/HOME programs. Provide information on the specific results compared to the expected program outcomes stated in your 2017 or most recent contract. Please provide any additional information that will allow us to fairly evaluate your past performance.*
- 9. Provide a list of all activities to raise other funds (with results).*
- 10. If your organization currently has a contract for CDBG or HOME funding with the County and you have unexpended dollars from 2016 or earlier, please bring along a written statement regarding why your organization should be given additional dollars.*

Following the applicant presentation, 5 minutes were allotted for questions from the three-member Application Review Team.

D. Action Items

Note: Due to an unforeseen medical situation, Commissioner Solberg was unable to attend the Day 2 interviews; therefore scoring for all 2018 proposals were based on the scores of Commissioners Amegashie and Ripp.

[2017](#)
[RPT-194](#)

APPLICATION REVIEW TEAM INITIAL FUNDING RECOMMENDATIONS.

Attachments: [Copy of ART initial funding recommendations](#)

Members individually scored the RFPs and discussed their reasons for scoring. After review and deliberation, the members voted to recommend to the CDBG Commission that CDBG and HOME funds anticipated for 2018 and any unused funds from prior years be allocated as they appear in the attached spreadsheet, including funding contingencies for any increases or decreases in anticipated funding.

Motion by Ripp, seconded by Amegashie, to approve the funding recommendations and contingencies. Motion passed.

This Report was approved

E. Public Comment on Items not on the Agenda

None.

F. Adjourn

The meeting was adjourned at 3:25 p.m.